

2017 Storm NDWG



Reporting

Presented by- Tuyen Tran & Lou Dietrich & Wai Tin Wong

Agenda

- Activities- Do's & Don'ts
- Reporting Requirements
- Participant Reports
- Financial/Expenditure Reports
- Monthly Reports
- Quarterly Reports
- Best Practices



Activities



Enroll 2017 Storm NDWG participants in:

- Grant 1091
- Activity Code 227 for Disaster Relief Employment/Temporary Job
- Supportive Service Activity Codes (180s)



Activities



- Career Services- Basic or Individual, & training activities.
- Exceed 10% of budget in Administrative Costs per increment.
- Participant activities not matching with expenditures.

Reporting Requirements

- All reports are cumulative
- Participant and expenditure data \geq previous month/ quarter
- Monthly Narrative Reports & Updated Worksite Lists due-
5th of the following month (may be submitted early),
no PDF submissions
- Monthly/Quarterly Participant & Expenditure Reports due-
20th of the following month after the end of the
month/quarter (may be submitted early)
- Must notify your Project Manager via email once the planned total
enrolled participants & expenditures meets 70% of plan & is reflected in
CalJOBSSM (prompts a request to DOL for the next funding increment)

Participant Reports

- Participant Enrollment Reports- Total Enrolled Individuals in Grant 1091
- Service Reports- Total Enrolled Individuals in Disaster Relief & Supportive Services
- Participant single count only (no duplicates)
- Individual- Exit Report
- Closure Report- enter Entered Employment Outcomes

Reporting- Monthly Project Plan

Project Operator: POR Project Operator Resource	***March	April	May	June	July	Aug.	Sept.
	2017	2017	2017	2017	2017	2017	2017
PARTICIPANT PLAN:							
1. Employed In Temporary Disaster Relief Assistance	0	5	10	20	30	40	50
2. Receiving Intensive Services*	0	0	0	0	0	0	0
3. Receiving Supportive Services	0	5	10	20	30	40	50
4. Completed (Exited) NDWG Services	0	0	0	0	0	5	10
5. Employed at Completion (Exit) of NDWG Services	0	0	0	0	0	0	0
6. Total Planned Participants	0	5	10	20	30	40	50
EXPENDITURES:							
7. Participant Wages	\$0	\$0	\$150,000	\$300,000	\$450,000	\$600,000	\$700,000
8. Participant Fringe Benefits	\$0	\$0	\$10,000	\$35,000	\$60,000	\$85,000	\$110,000
9. Career Services*	\$0	\$0	\$0	\$0	\$0	\$0	\$0
10. Supportive Services	\$0	\$0	\$5,000	\$10,000	\$20,000	\$30,000	\$40,000
11. Other**	\$5,000	\$10,000	\$15,000	\$20,000	\$30,000	\$40,000	\$50,000
12. Administrative (up to 10% of award maximum)	\$10,000	\$20,000	\$35,000	\$55,000	\$75,000	\$90,000	\$100,000
13. NRP Processing*	\$0	\$0	\$0	\$0	\$0	\$0	\$0
14. Total: Program Management and Oversight	\$15,000	\$30,000	\$50,000	\$75,000	\$105,000	\$130,000	\$150,000
15. Total Expenditures: Project Operator Level	\$15,000	\$30,000	\$215,000	\$420,000	\$635,000	\$845,000	\$1,000,000

Reporting- Quarterly Project Plan

Project Operator: POR Project Operator Resource	QTR 1 6/30/17	QTR 2 9/30/17	QTR 3 12/31/17	QTR 4 3/31/18	Qtr 5 6/30/2018	Qtr 6 9/30/2018
PARTICIPANT PLAN:						
1. Employed In Temporary Disaster Relief Assistance	20	50	80	100	150	150
2. Receiving Intensive Services*	0	0	0	0	0	0
3. Receiving Supportive Services	20	50	80	100	150	150
4. Completed (Exited) NDWG Services	0	10	50	80	100	150
5. Employed at Completion (Exit) of NDWG Services	0	0	0	8	10	15
6. Total Planned Participants	20	50	80	100	150	150
EXPENDITURES:						
7. Participant Wages	\$300,000	\$700,000	\$1,050,001	\$1,400,000	\$1,750,000	\$2,100,000
8. Participant Fringe Benefits	\$35,000	\$110,000	\$160,000	\$220,000	\$280,000	\$330,000
9. Career Services*	\$0	\$0	\$0	\$0	\$0	\$0
10. Supportive Services	\$10,000	\$40,000	\$58,000	\$80,000	\$100,000	\$120,000
11. Other**	\$20,000	\$50,000	\$78,000	\$100,000	\$130,000	\$150,000
12. Administrative (up to 10% of award maximum)	\$55,000	\$100,000	\$150,000	\$200,000	\$250,000	\$300,000
13. NRP Processing*	\$0	\$0	\$0	\$0	\$0	\$0
14. Total: Program Management and Oversight	\$75,000	\$150,000	\$228,000	\$300,000	\$380,000	\$450,000
15. Total Expenditures: Project Operator Level	\$420,000	\$1,000,000	\$1,496,001	\$2,000,000	\$2,510,000	\$3,000,000

Reporting- Monthly & Quarterly Comparison

Monthly Plan:

Project Operator: POR Project Operator Resource	June 2017	July 2017	Aug. 2017	Sept. 2017
PARTICIPANT PLAN:				
1. Employed In Temporary Disaster Relief Assistance	20	30	40	50
2. Receiving Intensive Services*	0	0	0	0
3. Receiving Supportive Services	20	30	40	50
4. Completed (Exited) NDWG Services	0	0	5	10
5. Employed at Completion (Exit) of NDWG Services	0	0	0	0
6. Total Planned Participants	20	30	40	50
EXPENDITURES:				
7. Participant Wages	\$300,000	\$450,000	\$600,000	\$700,000
8. Participant Fringe Benefits	\$35,000	\$60,000	\$85,000	\$110,000
9. Career Services*	\$0	\$0	\$0	\$0
10. Supportive Services	\$10,000	\$20,000	\$30,000	\$40,000
11. Other**	\$20,000	\$30,000	\$40,000	\$50,000
12. Administrative (up to 10% of award maximum)	\$55,000	\$75,000	\$90,000	\$100,000
13. NRP Processing*	\$0	\$0	\$0	\$0
14. Total: Program Management and Oversight	\$75,000	\$105,000	\$130,000	\$150,000
15. Total Expenditures: Project Operator Level	\$420,000	\$635,000	\$845,000	\$1,000,000

Quarterly Plan:

QTR 1 6/30/17	QTR 2 9/30/17
20	50
0	0
20	50
0	10
0	0
20	50
\$300,000	\$700,000
\$35,000	\$110,000
\$0	\$0
\$10,000	\$40,000
\$20,000	\$50,000
\$55,000	\$100,000
\$0	\$0
\$75,000	\$150,000
\$420,000	\$1,000,000

Financial/Expenditure Reports

- Section III & Section V. must be reflected in Section IX.
- Fill-in enabled Expenditure Report Section VIII. = Section IX. of Summary of Expenditure Report
- Section V. Other = Section IX. 1 Participant Wages
 - 2. Participant Fringe Benefits
 - 6. NEG/NDWG- Funded Supportive Serv
 - 8.b. Other

Monthly Reports

- Monthly Project Narrative Reports
- Updated Worksite Lists
- All Monthly Project Narrative Reports & Updated Worksite Lists are due to your EDD Project Manager by the 5th of the following month
- All Participant & Financial Reports in CalJOBSSM are due by the 20th of the following month

Quarterly Reports

- Data must be verified with CalJOBSSM
- Due by the 20th of the following month after the end of a quarter
- Participant data and expenditures must be cumulative

Best Practices

- Run participant and expenditure reports at least 2x month.
- Verify numbers must be equal or greater than the previous month/quarter.
- Report any challenges to your Project Manager ASAP.

CalJOBSSM Refresher Training for NDWGs

- Will cover WIOA application, enrollment, outcomes, etc.
- An upcoming CalJOBSSM Refresher Training for NDWGs will be coordinated & scheduled
- If interested email requests for the CalJOBSSM Refresher Training for NDWGs to Louella Dietrich at Louella.Dietrich@edd.ca.gov

Resources

- WSIN 16-21 CalJOBSSM Activity Codes
- WSD 16-17 CalJOBS Cash Request
- WSD 16-13 Monthly and Quarterly Financial Reporting Requirements
- WSD 16-05 WIOA Closeout Requirements
- WSD 16-03 Unilateral De-Obligation

Contacts

Project Manger:

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Financial Management Unit:

Wai Tin Wong WaiTin.Wong@edd.ca.gov (916) 653-8213

Insert your organization's name in (parenthesis) with the 3-letter abbreviation and Storm NDWG on the subject line of all electronic correspondence

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- A copy of this PowerPoint presentation & Resource Links & the Q & A will be emailed to everyone that signs-in through the chat feature.
- Please use the Chat Feature to type your question so that it may be included in the Q & A and shared.



Questions

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